



PERMITTING & DEVELOPMENT
121 5th Avenue N
P: 425.771.0220

PRE-APPLICATION MEETING SUBMITTAL REQUIREMENTS

Meetings are held on Thursdays at 1:30 and 3:00 p.m. for approximately 45 minutes.

Requests are scheduled on a first come basis in person at the permit counter and which have completed all requested information.

OPTION 1

☐ FORMAL PRE-APPLICATION MEETING (SEE BACK PAGE)

\$1,000.00 (1/2 will be applied toward the future permit submittal)

Staff from the Building, Planning, Engineering and Fire Departments attend the meeting, *provide written comments* and answer questions regarding the proposed project. This meeting is encouraged for major projects prior to a formal application submittal to the City. The goal is to identify MAJOR issues and discuss processing procedures applicable to the project.

Submit 1 set of plans with required information per page 2.

NOTE: PRE-APP Meetings are scheduled for the next available date with a minimum of two weeks lead time & DRC Meetings a minimum of one week.

OPTION 2

☐ DEVELOPMENT REVIEW COMMITTEE MEETING

Complementary, informal meeting

This is an informal opportunity to meet with staff and discuss your preliminary ideas and concepts for a project. The intent is to help identify the major code requirements that will need to be addressed and any significant site development issues that may relate to the project. The intent is for this to occur prior to considerable investment in plans and/or design work. You may wish to have your design professional(s) accompany you.

Submit 1 set of the following:

- 1) Site Plan
- 2) Vicinity Map
- 3) This completed form
- 4) Pertinent background information
- 5) Floor plans if applicable
- 6) List of questions regarding your proposed project

COMPLETE ALL REQUESTED INFORMATION

Property Owner:			Applicant/ Contact:		
Mailing Address:			Mailing Address:		
City:	State:	Zip:	City:	State:	Zip:
Phone:		Fax:	Phone:		Fax:
Email:			Email:		

Zoning: _____ Lot Size: _____ Sno County Tax Account Parcel #: _____

Site Address(s): _____

Existing Use/Occupancy: _____

Pre-Submittal for: ☐ Building Permit Only ☐ Land Use Approval/ Permit

Description of Project: _____



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All major projects are highly encouraged to schedule a formal Pre-Application Meeting with the Development Services Department prior to making a formal application submittal to the City. The goal of the meeting is to identify MAJOR issues and processing procedures applicable to the project which are helpful for an applicant to determine feasibility, design issues, timing, and various processes required for a project. The fee is \$1,000.00, but one half of this fee will be applied toward the future permit submittal.

A Pre-Application Meeting is Not a Permit Application Submittal.

Staff from the Building, Planning, Engineering, and Fire Departments attend the meeting, provide written comments and answer questions regarding the project.

Pre-application meetings are held on Thursdays at 1:30 & 3:00 p.m. To make an appointment, bring 1 set of folded plans with pertinent information and the required fee to the Development Services Department (2nd Floor City Hall, 121 5th Ave N).

OPTION 1 SUBMITTAL REQUIREMENTS: PROVIDE THE FOLLOWING INFORMATION ON PLANS AND SUBMIT WITH MEETING REQUEST FORM:

General Information:

- Assessor's tax parcel number(s) for all lots
- Site address(es)
- Existing and proposed occupancy(ies) and uses
- Building type of construction (e.g. VB, VA, IIIB)
- Number of stories
- Zoning designation
- Number of dwelling units
- Floor areas of each floor of the building
- Fire sprinkler system and fire alarm system types
- Lot area

Site/Utility Plan:

- Site drawings to scale (prefer 1" = 20')
- Location/vicinity map
- North arrow
- Existing and proposed structures, and dimensioned distances from property lines
- For subdivisions: proposed lot configuration, lot sizes, lot dimensions, existing and proposed access easements, existing and proposed points of access, existing and proposed rights-of-way

Site/Utility Plan, continued:

- Building address number(s)
- Topography at 5 foot or 2 foot intervals
- Trash enclosure location and orientation
- Streets/alleys
- Easements (utility, access, etc.)
- Existing and proposed site access
- Parking layout, typical stall dimensions, accessible parking and route of travel, drive aisles noted as one-way and/or two way
- Landscaped areas and signage
- Water courses and drainage patterns
- Location of mechanical/electrical equipment, transformers, generators, vaults, etc.
- Location of existing and proposed utilities (sewer, storm, water, power, etc.)

Floor Plans:

- Existing and proposed floor plans (preferred scale 1/4" = 1') showing uses, exiting, restrooms, and accessible route of travel, all existing and proposed building openings including windows/doors, etc.